

20 May 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Staffing System

STATINTL A meeting was held on May 19 with representatives from the
Office of Personnel. In attendance were [REDACTED] STATINTL

STATINTL [REDACTED] representing O/P and [REDACTED] STATINTL
[REDACTED] representing HRS. The purpose of the STATINTL
meeting was to determine the types and volume of T/O related
questions received and answered by Position Control Section.

STATINTL Text During the meeting, [REDACTED] stated that, on the average,
approximately 100 calls per day are received and answered by
Position Control Section. These calls can be concerned with
either or both positions and employees. The types of questions
are quite varied in nature and can cover any information maintained
by Position Control Section. Of the calls received by Position
Control Section, only 1% (one per day) are directly concerned with
positions or the T/O.

STATINTL □

[REDACTED]
Systems Analyst/HRS

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
|---|------------------|----------------|-------------------|
| UNCLASSIFIED | CONFIDENTIAL | SECRET | |
| OFFICIAL ROUTING SLIP | | | |
| | NAME AND ADDRESS | DATE | INITIALS |
| 1 | Bill | 5/21/70 | <i>[initials]</i> |
| 2 | Mary | 5/21/70 | |
| 3 | Loyd | 5/21/70 | <i>[initials]</i> |
| 4 | | | |
| 5 | | | |
| 6 | Carl | | |
| ACTION | | DIRECT REPLY | PREPARE REPLY |
| APPROVAL | | DISPATCH | RECOMMENDATION |
| COMMENT | | FILE | RETURN |
| CONCURRENCE | | XX INFORMATION | SIGNATURE |
| Remarks: <i>1 to 6 - do you have the 100 calls broken out into categories? Info will be most helpful in designing on-line system!</i> <i>[Signature]</i> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| | | | |
| UNCLASSIFIED | | CONFIDENTIAL | SECRET |

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